



Town of Fort Myers Beach

SUBSTANTIAL IMPROVEMENT APPLICATION

Complete this form **ONLY** if your improvement **REQUIRES** a Building Permit.

Property Address: _____

Phone Number: _____ Email: _____

STRAP Number: _____

Zoning: _____

Property Owner: _____ Phone: _____

Property Address: _____

Contractor Name: _____

Contractor Address: _____

Contractor License Number: _____

Contractor Phone Number: _____

ADDITIONAL INFORMATION

Please check one of the following:

☐ I am attaching a State Certified Appraiser's report for my property dated within one (1) year from permit submittal date.

☐ I am not attaching a State Certified Appraiser's report and accept the use of the valuation of my property maintained by the Lee County Property Appraiser's Office.

Application must complete and submit all of the following:

1. Completed and signed application for substantial improvement.
2. Property Owner's and Contractor's affidavit signed, notarized and dated
3. Completed Cost Estimate form
4. Signed copy of construction contract. If the owner is the contractor, submit all contractor bids to document the cost estimate.
5. Elevation Survey or Elevation Certificate (if available)
6. Two sets of Construction drawings, specifications, and site plan or survey.

***NOTE: if the construction contract and/or subcontractor bids are missing, the permit package will be returned without further review.

STAFF USE ONLY

Current BFE: _____

Permit Number: _____

Flood Zone: _____

Lowest Floor Elevation: _____

Floodplain Coordinator: _____

Date: _____

PROPERTY OWNER AND CONTRACTOR AFFIDAVIT

Property Address: _____

Property Owner's Name: _____

Contractor's Name: _____

The undersigned owner, hereby affirms that all of the proposed repairs/reconstruction, additions, alterations, or other improvements submitted for the Substantial Damage/Improvement Review by me or by my contractor are included in the attached estimated construction cost. Neither the undersigned, nor any other contractor will make any repair, improvement or alteration to the subject structure that is not included on the attached list.

The undersigned contractor, hereby affirms that I, or a member of my firm, personally inspected the above described property and produced the attached itemized list of repairs, reconstruction and/or remodeling which is hereby submitted for a Substantial Improvement Review. The attached list of damages/improvements are the only proposed improvements to, or damages sustained by this structure, and all additions, improvements, or repairs proposed on the subject structure are included in this estimate.

The undersigned owner and contractor understand that we are subject to enforcement action and/or fines if an inspection of the property reveals that repairs of improvements not included on the attached list of repairs have been made to the structure or that non-conforming or illegal structures/additions to the existing structure have been included or constructed without having included those items herein. We understand that any permit issued by the Town of Fort Myers Beach pursuant to this affidavit does not authorize the reconstruction, repairs of maintenance of any illegal additions fences, sheds, or non-conforming structures on the subject property.

Notary for Owner

State of _____
County of _____

Before me this day personally appeared _____

Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Owner Signature

Sworn to and subscribed before me this _____ day of _____, 2011

Notary Public

My commission expires: _____

Notary for Contractor

State of _____
County of _____

Before me this day personally appeared _____

Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Owner Signature

Sworn to and subscribed before me this _____ day of _____, 2011

Notary Public

My commission expires: _____

Description of Work

No work of any kind may start until a permit is issued. Permits may be revoked if any false statements are made. If revoked, all work must cease until the permit is re-issued.

Contact information for project engineer.

Name: _____

Company: _____

Address: _____

Phone: _____ **Fax:** _____

Florida License Number:

Describe the type of improvements to be made.

[illegible]

COST ESTIMATE

This cost estimate of the reconstruction/improvement must be prepared and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their own contractors must estimate their labor cost at the current market value for any work they intend to perform.

	Sub Contractors Bids	Contractor or Owner Estimates	
	Bid Amounts**	Material Costs	Labor Costs
1. Masonry			
2. Concrete			
3. Rough Carpentry			
4. Insulation & Weather Stripping			
5. Trusses			
6. Roofing			
7. Insulation & Weather Stripping			
8. Exterior Finish			
9. Exterior Doors			
10. Interior Doors/Trim - Materials			
11. Finish/Trim Carpentry			
12. Hardware			
13. Drywall			
14. Cabinets/Countertops			
15. Floor Covering			
16. Plumbing - Labor/Materials			
17. Electrical - Labor/Materials			
18. Built-in Appliances			
19. HVAC			
20. Painting - Labor/Materials			
21. Demolition & Removal			
22. Overhead & Profit			
(Other)			
(Other)			
(Other)			
Subtotals			

Total Estimated Costs (all 3 subtotals added together)

Contractor Signature: _____

Notes: A copy of the signed construction contract must accompany this estimate.

Subcontractor bid may be used for any item of materials and/or labor cost breakdown.

**Cost backup must be provided for every line item entry. If any amounts appear in the "Sub Contractors" column, a copy of each signed and dated bid must accompany this form. For all other costs, you must list the quantity of materials to be installed and their unit cost on a separate sheet that references the line number.

SUBSTANTIAL IMPROVEMENT APPLICATION

ITEMS TO BE INCLUDED

Structural Elements	Interior Finishes	Utility and Service Equip.
<ul style="list-style-type: none"> • Spread or continuous foundation footings and pilings • Monolithic or other types of concrete slabs • Bearing walls, tie beams, and trusses • Wood or reinforced concrete decking or roofing • Floors and ceilings • Attached decks and porches • Interior partition walls • Exterior wall finishes (e.g. brick, stucco, or siding. Includes painting and decorative molding) • Windows and doors • Re-roofing • Hardware 	<ul style="list-style-type: none"> • Tiling, Linoleum, stone, or carpet over sub-flooring • All plumbing fixtures • Interior & Exterior Wall Finishes (e.g. drywall, painting, stucco, plaster, paneling, marble, decorative finishes) • Kitchen, utility and bathroom cabinets • Built-in bookcases and furniture • All Cabinets and countertops Hardware • Ornamental work 	<ul style="list-style-type: none"> • HVAC equipment • Repair or reconstruction of electrical and plumbing services • Light fixtures and ceiling fans Security systems • Built-in kitchen appliances • Built-in washer/dryer • Central Vacuum systems • Water filtration, conditioning or recirculation systems

Include labor and other costs associated with demolishing, removing or altering building components and overhead and profit.

ITEMS TO BE EXCLUDED

Permit and Site Preparation	Outside Improvements
Plans and Specifications Survey Costs Permit Fees Debris Removal and Clean up. Includes dumpster rental, transport fees, dirt and mud removal, throw rugs, carpeting over finished floors, furniture, refrigerators, etc.	Items not considered real property or fixtures, such as throw rugs, furniture, appliances, etc. Irrigation & Landscaping Systems Yard Lights Sidewalks Driveways Fences Swimming Pools/Spas & Screen Enclosures Sheds, Gazebos, & Decks Detached Structures Docks & Seawalls

SUBSTANTIAL IMPROVEMENT APPLICATION

WHAT IS SUBSTANTIAL IMPROVEMENT?

A Notice to Property Owners making additions or alterations to a structure whose lowest floor is below base flood elevation.

The Town of Fort Myers Beach has flood damage prevention regulations that may affect remodeling, renovations, or additions to buildings. If your building has sustained structural and/or interior damage, these regulations may also affect how it is reconstructed. Communities that participate in the National Flood Insurance Program (NFIP) are required to adopt and enforce laws in accordance with 44 CFR Section 59.1 and 60.3. Federally backed flood insurance is available for residents and property owners of communities in good standing with NFIP.

Substantial Improvement means any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the “start of the construction” of the improvement. If a building is substantially improved or damaged, it must be brought into compliance with the Town of Fort Myers Beach flood damage prevention regulations, including elevating the building to or above based flood elevation. In accordance with the National Flood Insurance Program and the Federal Emergency Management Agency the Town of Fort Myers Beach shall determine substantial improvement or damage and has implemented the following process:

The Town will use the assessed value of the structure recorded by the Lee County Property Appraiser’s Office. This value excludes the land, pool, spa, and any item not a permanent part of the structure. However, if you disagree with the Property Appraiser’s Valuation of the structure, you may engage a State of Florida licensed property appraiser to submit an appraisal for the Depreciated Replacement Cost (actual Cash Value) of the structure. This appraisal must be dated no later than a year from the date of permit submittal.

The property owner must obtain and submit a detailed and complete cost estimate to the Town for the addition, remodel, reconstruction, or repair of the structure. The cost estimate must be prepared and signed by a licensed contractor. In addition, the contractor must sign an affidavit indicating that the cost estimate includes all damages or all improvements to the structure, not just structural. A signed contract must be submitted with the permit application. If the owner is the contractor, the owner is responsible for submitting the cost estimate, and providing documentation, including sub contractor bids.

The Town will evaluate the cost of improvements or repairs and determine if they are fair and reasonable. For damage repairs, pre-storm prices and rates will be utilized. The cost of improvements or repairs does not include items not considered a permanent part of the structure (ex: plans, surveys, permits, sidewalks, pools, screens, sheds, gazebos, fences, etc).

If a structure is determined to have substantial damage or is proposed to be substantially improved, then an Elevation Certificate must be submitted to the Town to determine the lowest flood elevation. Also, building plans must be submitted illustrating how the structure will be elevated. Please note that garages, and carports are not considered to be the “lowest floor” as long as they are used solely for parking of vehicles, building access, and storage. If the lowest floor and all electrical, plumbing, and mechanical equipment are above VFE, the building can be repaired and reconstructed without having to comply with the 50% rule.

The NFIP allows a new or substantially improved non-residential building in zone AE to the its lowest floor below BFE provided that the building has been designed, constructed, and certified to be floodproofed. Flood proofing of areas below the BFE in residential buildings is not permitted under the NFIP nor is floodproofing permitted in a Zone VE or Coastal High Hazard Area. The Town requires submittal of a Floodproofing Certificate for every floodproofed building within a Special Flood Hazard Area (SFHA) before obtaining a Certificate of Occupancy of Completion. Floodproofing certificates may be confirmed at the following website: www.fema.gov/pdf/fhm/ff81-65.pdf.

Following a presidential disaster declaration, the small business administration (SBA) may make loans available for both residential and non-residential buildings for purposes of elevating the structure to or above the base flood elevation. Proof of substantial damage from he Town is required for loan processing.

Donated or Discounted Materials. The value placed on materials must equal the actual or estimated cost of all materials to be used. When materials or servicing equipment are donated or discounted below normal market values, the value must be adjusted to an amount equivalent to that estimated through normal market transaction.

Self or Volunteer Labor. The value placed on materials must be equal to the actual or estimated labor charge for repairs of all damages sustained by the structure. Where non-reimbursed (volunteer) labor is involved, the value of the labor must be estimated based on applicable minimum hourly wage scales for the type of construction work to be completed. The building official, based on his professional judgment and knowledge of local and regional wage scales can provide additional guidance to determine reasonable labor rates for professional trades (ex: electricians, plumbers, block masons, framing, HVAC, etc.)